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ABSTRACT

This booklet contains suggestions to assist educators in using the "Linking Learning With Life" books relevant to all levels of service learning and, particularly, to use in teacher education programs. The guidebooks are grouped into five sections. Each section represents a different subject area relating to teacher education. For each subject area, annotated descriptions of the contents and applications of relative guidebooks in the series are provided. Section 1 includes these guidebooks that address issues related to administration of effective service learning: Administrator's Guide to Service Learning; Connecting Communities Through Service Learning; Converging Streams; Digging for Buried Treasure; Igniting the Flame; and Parent Involvement in Service Learning. Section 2 covers these guidebooks relevant to curriculum integration: Oral History; Reflection; School to Work to Life; Take a Class Outdoors; and Tales That Teach. Section 3 describes these guidebooks that support youth involvement in somewhat nontraditional service learning leadership opportunities: Athletes off the Field; Giving Youth the Power and the Money; and Youth Consultants. Section 4 has these guidebooks relating to special topics in service learning: Service Learning and Character Education; Hooking Out-of-School Youth through Service Learning; off Their Rockers into Service; and Students Serving Students. Section 5 includes these guidebooks for teacher educators as they develop and expand service learning at their institution: Partners in Prevention; Service Learning and Teacher Education; and Developing Leadership in Faculty and Students. (YLB)

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LINKING LEARNING WITH LIFE

Tips For Use In Teacher Education

The Linking Learning With Life Series

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Tips for Use In Teacher Education

The Linking Learning With Life Series

By Marty Duckenfield

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Linking Learning With Life Series

The Linking Learning With Life books are relevant to all levels of service learning, and particularly relevant to use in teacher education programs. The suggestions in this guidebook will assist the teacher educator in using these resources to enhance their service learning instruction for both preservice and active teachers.

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Administrative Issues

These guidebooks address issues related to administration of effective service learning.

Administrator's Guide to Service Learning

This guidebook addresses the variety of administrative issues that frequently provide challenges to the best service learning advocates. Students in all courses with a service learning component will benefit from using this guidebook, and in addition, graduate students in education administration would particularly find this book of value. Suggestions to overcome issues related to liability, transportation, scheduling, curriculum integration, and funding are included.

Applications–

- Students can design practices related to a service learning experience that would incorporate risk management procedures.
- Students can evaluate transportation options for their school-based projects.
- Students can show how the project relates to the curriculum of their preservice course.

Connecting Communities Through Service Learning

Service learning is an effective way to build community connections, but it must be thoughtfully done. In this guidebook, readers will discover ways to connect with community organizations as true partners in service learning. Keys to establishing strong partnerships, as well as how to sustain these partnerships, are discussed. In addition, sample forms for use to evaluate both students and the community placements are provided.

Applications–

- Students can establish a resource file on one or more potential community partners.
- Students can use the community agency evaluation form to evaluate their service placement.
- Faculty can ask community partners to evaluate their students using the student evaluation form.

Converging Streams

The Power of Collaboration Among Service Groups

Service learning can be the vehicle that brings different groups in the community together to solve community problems. So often there is either duplication of services or inadequate numbers of people to solve problems. When all groups learn how to collaborate, so much progress can be made in meeting a community's needs. Learn the PERC process as this guidebook uses the Corporation for National Service's AmeriCorps, SeniorCorps, and Learn and Serve programs as a model for community problem solving.

Applications–

- Students can become familiar with the national service programs of the Corporation for National Service by reviewing their web page.
- Students can identify the many organizations in a local community that deal with children, families, and their needs.
- Students can role play different community groups in solving a hypothetical community problem, such as excessive teenage drug use, and therefore experience the PERC process.

Digging for Buried Treasure

Finding Funding for the Future in Service Learning

Service learning requires funding support for a variety of reasons: faculty development and training for those new to service learning and those who wish to improve on their skills; transportation and materials costs related to service learning projects; and conference registrations for both youth and adults. Funding sources are available from a vast array of sources, and this guidebook helps you locate the right source of funds for your project needs. This guidebook also helps you in the writing of your proposal so it will be successful. In addition, the guidebook makes the point that some of your best support is in your own backyard, and suggestions for local support are given.

Applications–

- Students can locate a potential funder for a service learning project by using the resources described in the guidebook.
- Students can write a proposal to seek funds for a local service agency.
- Students can identify local businesses and organizations which could provide resources to support a local service learning project.

Igniting the Flame

Establishing a Service Learning Task Force

A schoolwide service learning task force can provide the vital spirit needed to sustain service learning at the school. Members of this task force should include teachers, administrators, parents, community members, and, of course, students. This guidebook shows how to establish such a task force, as well as providing guidance on the roles and responsibilities of such a group.

Applications–

- Students can role play the different members of the task force and together plan a service learning focus for their school.
- Students can make presentations explaining what service learning is to classmates who role play community members.
- Students can identify the key community members in their local community.

Parent Involvement in Service Learning

Schools want parents to be involved in their child's education. Having parents be partners in education can help to assure educational success. Service learning provides multiple opportunities for parents to be involved, for all age groups. This guidebook shares strategies to involve parents in the school program as a partner in the service learning experience. The book also promotes ways parents can support the ethic of service by becoming involved in service activities as a family.

Applications–

- Students can identify a list of ways that parents can provide assistance with service learning projects.
- Students can design a marketing plan for recruiting parents to assist with service learning projects.
- Students can prepare and make an oral presentation defining service learning that would be appropriate for an audience of parents.

Curriculum Integration

These guidebooks are particularly relevant to curriculum integration.

Oral History

Let Their Voices Be Heard

When students interact with community members with stories to tell—about the community, by-gone days, their own lives, and war experiences—many important connections are made. Students get to know individuals from other generations, they come to appreciate their contributions, and the old stereotypes one generation has for another get broken down. In addition, the oral histories that are created become a great resource for the community, for its families, and for its schools. Students learn a wide variety of oral and written communication skills, enhance their personal development, and practice research techniques in order to produce their final product. The guidebook provides an organized approach to creating oral histories.

Applications–

- Student groups can plan an oral history project, arrange for interviews in the community, and compile a product.
- Students can conduct research into a time period that would be relevant for an oral history in their community.
- Students can match curriculum requirements to the oral history project.

Reflection

A Guide to Effective Service Learning

Reflection is the defining component of service learning. Without reflecting on the service experience, young people will not maximize the learning available to them through service learning. Facilitating

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reflection is a skill that requires much practice. This guidebook provides the student with easy-to-follow guidelines for helpful reflection in the preparation, action, and reflection stages of service learning. There is also a self-evaluation survey that can assist service learning teachers in analyzing their own strengths in reflective practice.

Applications–

- Students can design reflection journals for elementary students involved in a particular service project.
- Students can develop reflection projects which use the arts.
- Students need to experience being reflective learners. As a model of good reflection, faculty can develop some oral reflective activities based on a common experience with student participation.

School To Work To Life

Linking Service Learning and School-to-Work

Blending service learning with a school-to-work initiative produces benefits for both. Students develop many of the skills associated with the SCANS competencies when they are involved in a rigorous service learning experience. By utilizing service learning, schools can involve all children in appropriate school-to-work activities, such as working in teams, acting responsibly, problem solving, communicating with diverse audiences, and following schedules. This guidebook details the blended model, and it provides a wealth of suggestions for incorporating this model into your educational program.

Applications–

- Students can evaluate the SCANS skills that are learned in a specific service learning project.
- Students can look up relevant web sites for connecting service learning and school-to-work.
- Students can identify career clusters that would benefit from particular service learning partnerships.

Take a Class Outdoors

A Guidebook for Environmental Service Learning

Environmental education and service learning are a perfect match. Not only can students learn about environmental issues, they can improve the environment, increase community responsibility, and develop leadership skills. Science education students can find many easy ideas in this guidebook to help them get started, and teachers of other disciplines can see the connections to their curriculum.

Applications–

- Students can work in groups to design a school recycling project, making curriculum connections to every major curricular area.
- Students can locate web sites that relate to environmental issues that could be resources for school-age children.
- Students can conduct an actual service learning project related to the environment.

Tales That Teach

Children's Literature and Service Learning

This guidebook takes illustrated children's literature into the world of service learning. These stories are an effective way for teaching any age, and well-selected texts are particularly helpful in achieving the goals of service learning. Use this guidebook to help student teachers understand the many ways they can use children's literature as well as providing them with a solid, working bibliography of stories for children of all ages.

Applications–

- Students can model reading a story aloud to their classmates, and then discuss how the text can be used as part of a service learning experience.
- Students can identify a new illustrated children's book and write a

short explanation of how it could be used in a service learning experience.

- Students can collect a curriculum-related bibliography of illustrated children's books that would be a resource for all students to share for future service learning reflection activities.

Youth Involvement

These guidebooks support youth involvement in service learning leadership opportunities that are somewhat nontraditional.

Athletes Off the Field

A Model for Team Building and Leadership Development for Service Learning

Students in K-12 schools and community recreation programs join sports teams to not only develop their athletic skills; they also enjoy the camaraderie of their teammates. Coaches can build on this foundation by using service learning as a team-building and leadership development method with these student athletes. This guidebook provides a model for empowering athletes to become contributing citizens as they provide service to their community and reflect on their accomplishments. Organizational and implementing techniques are shared.

Applications–

- Students can work as volunteers on a local recreation department team and encourage team service projects.
- Students can make presentations to a preservice teacher's physical education class regarding the concepts in this guidebook.
- Students can write letters explaining and advocating a program like Athletes Off the Field to their institution's athletic director.

Giving Youth the Power and the Money

A Guide to Establishing Youth Service Learning Councils

A Youth Service Learning Council is defined as a representative and diverse body of youth formed to administer youth service learning, mini-grant projects. These youth will design, disseminate, review, and select applications to conduct youth service learning to meet identified

needs. This guidebook provides the step-by-step process that can be followed to successfully implement such a program. Timelines and sample application and review forms are also provided.

Applications–

- Students could develop a list of local organizations and businesses which could be potential financial backers of a Youth Service Learning Council.
- After dividing students into groups, each group could develop a proposal based upon a subject area and service project of their interest.
- Each group could then evaluate all the other groups' proposals by using the review forms.

Youth Consultants

Putting It All Together

Young people make outstanding ambassadors for service learning. They can rise to the challenge of becoming a youth consultant, an advocate for service learning. Youth consultants can host site visits, teach college classes, make formal presentations, or consult by phone. This guidebook, written by middle school students, shows what is needed to develop this cadre of service learning advocates.

Applications–

- Invite some local service learning students to speak to your class, especially those who have experience in making presentations about service learning.
- Students can design a training model to help children develop needed skills, such as speaking skills, presentation ideas, games, etc. to use in a workshop.
- Students can experience a team-building exercise, like the ropes course, with groups of fellow students.

Special Topics

These guidebooks relate to special topics in service learning.

Service Learning and Character Education
Walking the Talk

Character education is becoming a significant part of public school education programs. Service learning and character education are essential, interrelated elements that relate to all aspects of student learning and development. Character education can be woven into a school's curriculum at every level in conjunction with service learning practice and intentional reflection. Use this guidebook to provide you with a process for incorporating lessons in character education within a service learning program. It also gives you a framework for involving youth in the design of a character education program.

Applications–

- Students can become familiar with organizations such as the Character Education Partnership and the Josephson Institute of Ethics by investigating their web sites.
- Students can develop reflection questions for a particular character trait based on a service learning experience.
- Students can work in small groups to identify five to ten character traits that they feel should be considered as part of a school's character education program. Groups in the class can then share their lists.

Hooking Out-of-School Youth Through Service Learning

Traditional schooling has failed our most at-risk students. This guidebook illustrates why service learning is one of the most powerful teaching methodologies to reach these hard-to-reach and frequently

alienated youth. By providing them with opportunities for real-life and meaningful learning experiences, service learning can be the vehicle for making a difference in the lives of potential dropouts. The educational needs of nontraditional students are explored and suggestions are provided.

Applications–

- Students can find out information about the GED.
- Students can do "jigsaw" presentations for their classmates on different types of alternative programs such as Communities In Schools, Full-Service Schools, AmeriCorps, and other alternative programs found on the National Dropout Prevention Center web site.
- Students can design a lesson using the Theory of Multiple Intelligences, relating it to a service learning project.

Off Their Rockers Into Service

Connecting the Generations Through Service Learning

Intergenerational service learning goes beyond young people meeting the needs of senior adults in their communities. As this guidebook shows, intergenerational service learning links youth with senior adults to jointly identify community needs and together come up with solutions which they will implement as a team. Ideas for recruitment of senior adults; training for both youth and adults, separately and together; and examples of intergenerational projects are included.

Applications-

- Students can identify senior adult organizations in their community which could be a source of senior volunteers.
- Students can identify specific academic learning outcomes related

to science, math, social studies, or language arts connected to an intergenerational service learning project.

- In class, students can lead an icebreaker activity which would be used to bring older adults and youth together.

Students Serving Students

Hundreds of thousands of students drop out of school every year, with a negative impact on society and their own lives. This guidebook shows how students can serve other students, helping them through a variety of activities, such as mentoring and tutoring, after-school experiences, recreational opportunities, individualized instruction, conflict resolution, and early childhood education programs. These activities also follow the framework of America's Promise and have been proven to be very effective in preventing dropouts.

Applications-

- Students can become trained in peer mediation techniques.
- Students can be mentors through a program such as Big Brothers/ Big Sisters.
- Students can make a presentation about the impact of dropouts on society.

Higher Education

The following guidebooks in the Linking Learning With Life series are for teacher educators to use as they develop and expand service learning at their institution.

Partners in Prevention

Involving College Students in Dropout Prevention

This guidebook presents issues related to working with students at risk of dropping out of school and how college students and their professors can productively help in dropout prevention. Based on building on a young student's assets, preservice teachers can develop and implement effective methods for assisting this population of students. The guidebook also provides strategies for establishing effective partnerships and gives actual examples that have been effective connecting colleges and universities with local school partnerships.

Applications–

- Students can research resilience and assets models as they relate to at-risk youth.
- Students can work in teams to create service projects to develop assets of at-risk youth.
- Faculty and students can design research projects related to developing assets to make at-risk youth more resilient.

Service Learning and Teacher Education

Service learning is linked to a growing number of educational reform initiatives—school-to-work, citizenship, dropout prevention, and character education. Teacher educators must prepare future teachers to understand what service learning is and how to implement it in their own classrooms in the future, as more and more schools are adopting this teaching methodology. This guidebook helps teacher

educators as they evaluate what is going on in their own departments of education. Whether looking at individual courses or the entire program, this book will provide ideas and examples to not only get started but also to take the steps needed to enhance what is already occurring.

Applications–

- Form a task force of colleagues in your school of education to survey and evaluate the service learning program.
- Visit other teacher education programs which incorporate service learning into their program.
- Identify courses and field experiences which would be enhanced by integrating service learning into the program.

Developing Leadership in Faculty and Students

The Power of Service Learning in Teacher Education

Leadership at your institution can come from teacher educators as they strive to spread the word about service learning. This is an excellent opportunity for those trained in how students learn to mentor other interested faculty at your institutions. Likewise, preservice students can take advantage of the many leadership roles service learning offers. Through service learning they can develop the leadership skills they will need as they begin the teaching profession, such as how to collaborate with community partners, work in teams, and set goals.

Applications–

- Prepare training and mentoring opportunities with other faculty at your institution.
- Design courses which challenge students to develop community partnerships related to a service learning experience.
- Give faculty the opportunity to analyze both strengths and weaknesses in their own leadership skills. Cross-train each other in specific areas as needed.

The Linking Learning With Life series is being made available to teacher educators at the special price of $5.00 each.

Title	Qty.	Cost ($5 each)
Administrator's Guide to Service Learning		$
Athletes Off the Field		$
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